



RICHMOND PUBLIC LIBRARY

Title: Participation by Electronic
Communication Means Policy

Policy Number: 04.12 Reviewed Date: 07/23/2025

Purpose:

The purpose of this policy is to comply with the requirements of section 2.2-3708.2(C)(1) of the Code of Virginia to allow for and govern participation by one or more Library Board of Trustees (LBOT) in meetings by electronic communication means, and all proceedings pursuant to this policy shall be performed in accordance with section 2.2-3708.2 of the Code of Virginia, as that statute may hereafter be amended.

Application and Limitations:

- a. This policy shall be applied strictly and uniformly, without exception, to all LBOT and without regard to the identity of the LBOT Member requesting remote participation or the matters that will be considered or voted on at the meeting.
- b. Participation by a LBOT Member in a meeting by electronic communication means due to a personal matter shall be limited each calendar year to two (2) meetings.
- c. This policy shall also apply to any Committee of the LBOT.

Electronic Communication:

When used in this policy, the term “electronic communication” has the meaning ascribed to it by section 2.2-3701 of the Code of Virginia, as that statute may hereafter be amended.

Approval Process:

- a. No LBOT Member may participate in a meeting by electronic communication means unless the LBOT Member requests and the Board approve the participation in accordance with the provisions of this policy.
- b. A LBOT Member may request to participate in a meeting by electronic communication means if the LBOT Member notifies the LBOT Chair on or before the day of the scheduled meeting that the LBOT Member is unable to attend due to either:
 - (i) a personal matter, provided that the LBOT Member identifies with specificity the nature of the personal matter,
 - (ii) a temporary or permanent disability or other medical condition that prevents the LBOT Member’s physical attendance, or
 - (iii) a family member’s medical condition that requires the member to provide care for such family member, thereby preventing the member’s physical attendance. The LBOT Member must also notify the LBOT Chair of the remote location from which the LBOT Member would participate by electronic communication means.
- c. The LBOT Members may consider a request for participation by electronic communication means only if a quorum of the LBOT is physically assembled at the primary or central meeting location.

- d. At the meeting, the LBOT Chair shall announce the information received from the LBOT Member pursuant to the above. If the LBOT Member's request is in all other respects in compliance with this policy requirements, the LBOT Chair shall solicit a motion to approve or disapprove the LBOT Member's request from the LBOT Members physically assembled at the primary or central meeting location. Upon adoption of a motion to approve the LBOT Member's participation by electronic communication means, the LBOT Member shall be allowed to participate in the meeting by electronic communication means.
- e. If the LBOT Member's participation by electronic communication means is approved, the LBOT Recorder shall record in the meeting minutes:
 - (i) the motion
 - (ii) the vote/statement:
 - (a) of the specific nature of the personal matter,
 - (b) that a temporary or permanent disability or other medical condition prevents the LBOT Member's attendance, or
 - (c) that a family member's condition requires the member to provide care for such family member, thereby preventing the member's physical attendance, and
 - (iii) the remote location from which the LBOT Member participates in the meeting.
- f. If the LBOT Member's participation by electronic communication means is disapproved, whether by adoption of a motion to disapprove or rejection of a motion to approve, the LBOT Recorder shall record in the meeting minutes with:
 - (i) the motion
 - (ii) the vote/statement:
 - (a) of the specific nature of the personal matter identified by the LBOT Member,
 - (b) that the LBOT Member stated that a temporary or permanent disability or other medical condition prevents the LBOT Member's attendance, or
 - (c) that a family member's condition requires the member to provide care for such family member, thereby preventing the member's physical attendance.
 - (iii) the remote location from which the Council Member sought to participate in the meeting, and
 - (iv) the specific aspect of the policy established by this policy that would be violated by the LBOT Member's proposed participation by electronic communication means, as summarized by the LBOT Chair.

Approved: May 25, 2022
Reviewed: July 23, 2025